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<b>GENERAL DOCUMENTATION AND EVIDENCE HANDLING REQUIREMENTS – FORENSIC BIOLOGY SECTION PROCEDURE MANUAL, SECTION I</b>	Issue No. 3
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<p>2 REQUIREMENTS FOR DOCUMENTATION</p> <p>2.1 Refer to the Division of Forensic Science Quality Manual Section 13.8 for the requirements for “Examination Documentation.”</p> <p>2.2 Specific requirements for examination documentation in the Forensic Biology Section will include the following:</p> <p>2.2.1 While the use of “shorthand” during note taking is acceptable, it will not be so individualized that it is incomprehensible to all but the examiner using the “shorthand” or the examiners within the same laboratory. The “shorthand” must be easily interpretable by all examiners in the section. A list of acceptable abbreviations for use by examiners in the Forensic Biology Section can be found in Appendix A.</p> <p>2.2.2 The approximate location of stains and when appropriate, a description of the grouping of stains for testing and the surface of stain deposition will be documented in the case file.</p> <p>2.2.3 The approximate size of stains AND the amount (%) or size of stains consumed for testing OR the amount (%) or size of stains that remain for possible future testing, OR that stains or extracts were consumed in analysis will be documented in the case file.</p> <p>2.2.4 Documentation of quality control will be included in the case record when appropriate or otherwise available for review within the section. Refer to other sections in this manual for specific requirements.</p> <p>2.2.5 Lot numbers of reagents used for testing will be recorded in the case file and, as appropriate, in the laboratory’s quality control records to establish an audit trail to the quality control documentation.</p> <p>2.3 It is strongly recommended that notes also include the following documentation:</p> <p>2.3.1 Observations regarding the color, size, brand, and designs on clothing, bedding, towels, etc.</p> <p>2.3.2 Diagrams and/or photographs showing where stains were observed and where specific cuttings of samples were taken. Photographs and diagrams must be appropriately labeled to include the surface (inside or outside), or location (left or right side, top or bottom) of the item if not readily discernable. Refer to the Division of Forensic Science Quality Manual for additional labeling requirements for photographs.</p>	

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<div data-bbox="394 352 1429 426" data-label="Text"> <p>2.3.3 The use of cotton gloves, tissues (such as Kimwipes, etc.) to handle items intended for latent processing and/or questioned document examination.</p> </div> <div data-bbox="394 464 1360 537" data-label="Text"> <p>2.3.4 Fabric separations and/or fastener function on articles of clothing, in addition to pocket contents.</p> </div> <div data-bbox="297 575 1453 1119" data-label="Text"> <p>2.4 Evidence inventory work sheets used by all examiners and/or support personnel in the Forensic Biology Section, can be found in Appendix B of this section of the Forensic Biology Section Procedure Manual. The work sheets used by all examiners in the Forensic Biology Section for documenting the examination of Victim Physical Evidence Recovery Kits, Medical Examiner (OCME) Physical Evidence Recovery Kits, Suspect (&lt; 24 Hours) Physical Evidence Recovery Kits, and Ouchterlony testing for species identification can be found in Section II of the procedure manual. The work sheets for DNA testing, used by all examiners in the Forensic Biology Section, can be found in Section III of the procedure manual. Forms designed specifically for use with the BioMek<sup>®</sup> 2000 robot can be found in Section IV of the procedure manual. Some of the forms used for quality control of equipment and DNA critical reagents are designed specifically for the laboratory in which the equipment is used/quality control testing of reagents is performed. Other forms, used by all laboratories for quality control of equipment and DNA critical reagents, can be found in Section VI of the procedure manual.</p> </div> <div data-bbox="1304 1234 1393 1266" data-label="Text"> <p>◆END</p> </div>	